



**Health Services**  
LOS ANGELES COUNTY

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November 14, 2006

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**APPROVE CEQA FINDING, APPROVE  
AN APPROPRIATION ADJUSTMENT AND ESTABLISH CAPITAL  
PROJECT TO INSTALL A MODULAR TRAILER FOR A HUB  
CLINIC AT HARBOR-UCLA MEDICAL CENTER (C.P. No. 69574)  
(2<sup>nd</sup> District) (3 Votes)**

**JOINT RECOMMENDATIONS WITH THE CHIEF ADMINISTRATIVE  
OFFICER THAT YOUR BOARD:**

1. Find that this project is categorically exempt from the California Environmental Quality Act (CEQA).
2. Approve the attached appropriation adjustment in the amount of \$280,000 to transfer funding from the Fiscal Year 2006-07 Harbor-UCLA Medical Center operating budget to the Capital Projects/Refurbishments Budget (C.P. No. 69574) to fund the proposed project.
3. Establish Capital Project (C.P.) No. 69574 in the amount of \$280,000 to purchase and install a modular trailer for a Hub Clinic at Harbor-UCLA Medical Center.
4. Authorize the County Purchasing Agent to proceed with the acquisition and installation of a modular trailer for use as a Hub Clinic at Harbor-UCLA Medical Center.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS:**

Approval of the recommended actions will allow the Department of Health Services (DHS) to purchase and install a modular trailer at Harbor-UCLA Medical Center (Harbor-UCLA) as a Hub Clinic to provide children referred by the Department of Children and Family Services (DCFS) with a

single, integrated system for medical care. DHS and DCFS have collaborated to improve and increase crisis response, assessment, medical treatment, mental health screenings, coordinated care, and client outcomes through the implementation of Hub Clinics. The Hub Clinic at Harbor-UCLA will be one of five DHS operated clinics that will provide forensic evaluations, health screenings, and initial medical examinations and mental health screenings for newly detained children.

Currently, forensic exams for suspected sexual and physical abuse cases are performed at the Harbor-UCLA Child Sexual Assault Crisis Center, but this facility does not have adequate existing space. Implementation of the proposed project will provide the required space for exam rooms, nursing area, waiting area and space for clinic staff.

The proposed project includes the purchase and installation of a 1,440 square foot trailer, utility connections and site preparation for trailer installation. The trailer installation will be a turn-key project by the selected vendor and will be completed 12 months after Board approval. Harbor-UCLA staff will provide management oversight of this project.

#### Implementation of Strategic Plan Goals

These actions meet the County's Strategic Plan Goal of Service Excellence by promoting best practices for patient care and the Goal of Children and Families' Well-Being by providing integrated physical and mental health services for children.

#### Consistency with DHS Goals

These actions meet DHS' strategic goals by improving health care provided by DHS and enhancing the health of the residents of Los Angeles County.

#### FISCAL IMPACT/FINANCING:

The total estimated project cost is \$280,000, which consists of the purchase, installation, and site preparation for the modular trailer of \$277,500, including a base contract (\$270,300) plus contingency funds (\$7,200), and \$2,500 for jurisdictional permits and other related costs.

DCFS provided one-time funding that was included in Harbor-UCLA's FY 2006-07 Final Budget to support purchase and installation of the modular trailer. The attached appropriation in the amount of \$280,000 will transfer this one-time funding from Harbor-UCLA's FY 2006-07 Final Budget to the Capital Projects/Refurbishments Budget (C.P. No. 69574) to fund the proposed project.

The project budget summary is shown as Attachment A.

FACTS AND LEGAL PROVISIONS/LEGAL REQUIREMENTS:

This request complies with the County Equipment Policy that the Board approved on October 16, 2001, which requires Board approval prior to a department's purchasing/ financing equipment with a unit cost of \$250,000 or greater.

Although the purchase of the modular trailer is within the statutory authority of the County Purchasing Agent, the service component associated with installation (labor) costs will exceed the authority of Purchasing Agent and therefore, Board approval is required to proceed with this aspect of the acquisition.

DCFS provided one-time funding that was included in the FY 2006-07 Harbor-UCLA Final Budget to support the purchase and installation of the modular trailer.

ENVIRONMENTAL IMPACT DOCUMENTATION:

This project is categorically exempt from the CEQA pursuant to State CEQA Guidelines Section 15303 (c), (e) and Class 3 (d) of the County of Los Angeles Revised Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987.

CONTRACTING PROCESS:

The acquisition of equipment is under the statutory authority of the County Purchasing Agent, and will be accomplished in accordance with the County's purchasing policies and procedures established by the Internal Services Department.

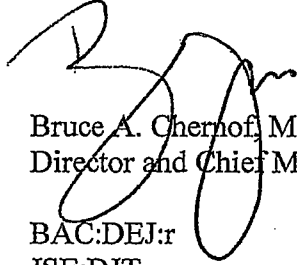
IMPACT ON CURRENT SERVICES (OR PROJECTS):

Approval of this project will enable DHS to provide expanded health and mental health screenings to children within the Los Angeles County child welfare system.

The Honorable Board of Supervisors  
November 14, 2006  
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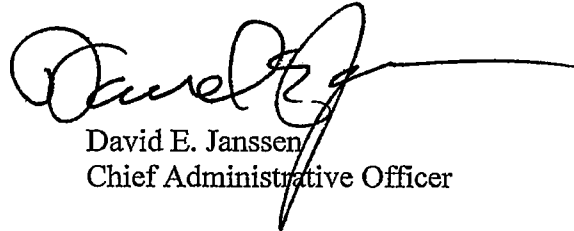
It is requested that the Executive Officer, Board of Supervisors, send adopted copies of this letter to the Department and the Chief Administrative Office, Capital Projects Division.

Respectfully submitted,



Bruce A. Chernof, M.D.  
Director and Chief Medical Officer

BAC:DEJ:r  
JSE:DJT  
Harbor Hub Clinic.rf.wpd



David E. Janssen  
Chief Administrative Officer

Attachments (2)

c: County Counsel  
Executive Officer, Board of Supervisors  
Department of Children and Family Services  
Internal Services Department

**ATTACHMENT A**

**APPROVE CEQA FINDING, ESTABLISH CAPITAL PROJECT  
TO INSTALL A MODULAR TRAILER FOR A HUB CLINIC AT  
HARBOR-UCLA MEDICAL CENTER AND APPROVE  
AN APPROPRIATION ADJUSTMENT (C.P. No. 69574)**

**I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>
Award Design Contract	Not Applicable
Execute Contract	Not Applicable
Schematic Design	Not Applicable
Design Development	Not Applicable
Construction Documents	Not Applicable
Jurisdictional Approvals	May 14, 2007
Issuance of Purchase Order	February 14, 2007
Installation	October 14, 2007
Substantial Completion	November 14, 2007
Final Acceptance	November 14, 2007

**APPROVE CEQA FINDING, ESTABLISH CAPITAL PROJECT  
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**II. PROJECT BUDGET SUMMARY**

<b>Budget Category</b>	<b>Proposed Project Budget</b>
Programming Services	\$ 0
Plans and Specifications	
Basic Design Services	\$ 0
Additional Consultant Services	\$ 0
Total Plans and Specifications	\$ 0
Plan Check and Jurisdictional Reviews	\$ 2,500
Construction	
Modular Trailer and Site Preparation Purchase Order	\$ 270,300
Change Order Allowance	\$ 7,200
Total Construction	\$ 277,500
Equipment	\$ 0
Other Consultant Services	\$ 0
Miscellaneous Expenditures	\$ 0
County Services	\$ 0
<b>TOTAL</b>	<b>\$ 280,000</b>

## COUNTY OF LOS ANGELES

## REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. No. \_\_\_\_\_

DEPARTMENT OF Health ServicesDATE 09/19/2006

## AUDITOR CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

## ADJUSTMENT REQUESTED AND REASONS THEREFOR

Budget Adjustment  
Fiscal Year 2006-07  
3-VOTE

## SOURCES:USES:

Coastal Network		Coastal Network	
Services and Supplies		Operating Subsidy	
MN1-HH-60020-2000	\$280,000	MN1-HH-60020-9912	\$280,000
General Fund Subsidy (Coastal Network)		Trailer Installation	
Operating Transfer Out		Fixed Assets-Building & Improvements	
A01-AC-21226-6100	280,000	A01-CP-69574-6014	280,000
Total	\$560,000	Total	\$560,000

## JUSTIFICATION:

This adjustment is to realign \$280,000 in funding from Harbor-UCLA Medical Center's Fiscal Year 2006-07 Adopted Budget to the Capital Projects Budget (C.P. No. 69574). The funding is to cover the costs of site preparation, acquisition, and installation of a trailer to house the Hub Clinic.

EM:fl

09/19/06

*[Signature]* 9/19/06  
Erwin Muñoz, Chief  
DHS-Controller's Division

## CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF  
ADMINISTRATIVE OFFICER  
FOR:

☐ ACTION  
☒ RECOMMENDATION

APPROVED AS REQUESTED ☒AS REVISED ☐

*[Signature]*  
CHIEF ADMINISTRATIVE OFFICER

APPROVED (AS REVISED):  
BOARD OF SUPERVISORS

AUDITOR-CONTROLLER No.

BY: *[Signature]*

048

Oct 26, 2006

BY:

DEPUTY COUNTY CLERK

SEND 6 COPIES TO THE AUDITOR-CONTROLLER